

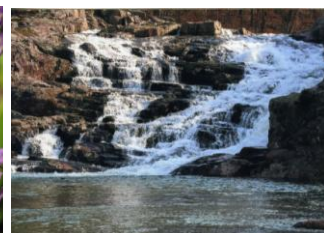
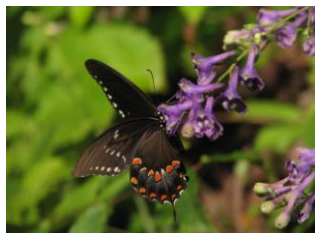


National Park Service

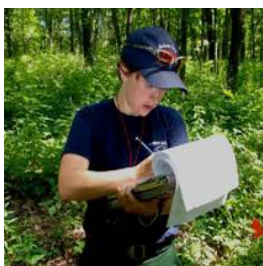
*U.S. Department of the
Interior*

Ozark National Scenic Riverways
P. O. Box 490
Van Buren, MO 63965
(573) 323-4844

SUMMER 2012 JOB OPPORTUNITIES



Gain Valuable Job Experience in Your Educational Field This Summer!



Located in **Van Buren or Eminence, Missouri**, Ozark National Scenic Riverways has (1) botany, (1) biology, and (2) public education related positions available (GS-4: \$13.41 per hour, GS-5: \$15.00 per hour) beginning in mid-May 2012. Positions require full-time work during the summer (mid-May to mid-August) and possible extended work in September and October for a large special event.

Work Descriptions:

Botany/Biology (2 Positions) Duties: Research, document, collect, and organize field data; monitor and observe natural resource conditions to include plant identification of native plants and invasive-exotic plant species; provide logistical support and area orientation for contract or cooperating natural resource managers and scientists; utilize a variety of computer programs to compile, reduce, store, retrieve, and report data and other resource management information, including ArcMap and GIS; conduct presentations; and prepare a wide variety of reports, publications, correspondence, internal reports, and other documents from information obtained from field work, data collection, files and other sources. Attend training sessions.

Public Education (2 Positions) Duties: Position #1: Research, prepare, and present youth programs for the Boys and Girls Club of Poplar Bluff, Missouri. Youth will vary in age from kindergarten to middle school. Public contact, ability to work with youth, organizational skills, ability to communicate orally in front of groups, and patience are necessary. Position #2: Educate the public on natural and historic resources preservation; provide park and local information; prepare and conduct public interpretive programs; operate visitor centers; conduct informal interpretation; and assist with special events. Render first aid if necessary. Attend training sessions. Uniforms provided.

Working Conditions:

Work will take place in a variety of outdoor settings. You may be exposed to summer heat, high humidity, biting insects and poisonous plants and reptiles. Some duties require stooping, bending, lifting, and walking outside in all weather conditions. Some duties may require working in a cave environment with confined spaces.

Housing:

Park housing may be available

Who May Apply:

Students who are enrolled, in a degree seeking program at a accredited high school, technical or vocational school, 2-year or 4-year College or university, graduate or professional school. If the student is enrolled, the student must be taking at least a half-time academic/vocational/technical course load. The definition of half time is the definition provided by the school in which the student is enrolled. Students need not be in actual physical attendance, so long as all the other requirements are met. **A letter from your educational institution verifying that you meet these requirements must be included with your resume.**

Minimum Qualification Requirements:

- Successful completion of 2 years of study that included at least 12 semester hours in subjects such as Biology, Botany, Wildlife Management, Forestry, Natural Sciences, Education, American History, Social Sciences, Communication, and/or similar. One year of full-time undergraduate study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business or technical school.

-OR-

6 months of general work experience and 6 months of specialized experience

General experience – (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

Specialized experience - Work that involved oral presentation of historical, scientific, or program information to groups; or developing and/or revising technical, historical, or scientific information for oral presentation to groups

QUALIFICATIONS MUST BE MET BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**How to Apply:**

Resumes or written applications must be received by the closing date (Wednesday, February 1, 2012) of this announcement. You may e-mail, mail or hand deliver your resume and other supporting documentation to the address listed below.

Carefully read all information and instructions. These instructions are intended to insure that your application is complete when submitted. It is the applicant's responsibility to insure its completeness. The Interpretation Office will not be responsible for soliciting additional information from applicants or from official personnel records, but will consider individuals based on their application as submitted. **FAILURE TO PROVIDE THE REQUIRED INFORMATION MAY RESULT IN YOUR LOSING CONSIDERATION FOR THE POSITION AND YOUR ELIMINATION FROM THE SELECTION PROCESS.**

--Resume or written application

THE FOLLOWING INFORMATION MUST BE INCLUDED IN YOUR RESUME.

- (1) **Job Information** - Title/grade of the job for which applying;
- (2) **Personal Information** - Full name, mailing address (with ZIP Code) and day and evening phone numbers (with area code); social security number; country of citizenship; veterans preference
- (3) **Education** - High school name, city, state, (zip code if known) and date of diploma or GED; name and city and state (zip code if known) of colleges and universities attended, with majors, type and year of any degrees received (if no degree, show credits earned and indicate whether semester or quarter hours);

- (4) **Work Experience** - Give the following information for your paid and non-paid work experience related to the job for which you are applying: (a) job title (include series and grade if Federal job); (b) duties and accomplishments; (c) employer's name and address; (d) supervisor's name and phone number; (e) **starting and ending dates (month and year)**; (f) **hours per week**; (g) salary. Indicate if we may contact your current supervisor.
- (5) **References** – Names and phone numbers;
- (6) **Other Qualifications** - Job related training courses (title and year); job related skills (for example; other languages, computer software/hardware, tools, machinery, typing speed); job related certificates and licenses (current only); and job related honors, awards, and special accomplishments (for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards) give dates but do not send documents unless requested.

A copy of college transcript with credit hours, major(s), and grade point average or class ranking

A letter from your educational institution verifying that you are a student enrolled in a degree seeking program at least half time.

You must be a United States citizen, unless otherwise stated.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

How You Will Be Evaluated:

Your application/resume, letter verifying enrollment, and college transcripts will be reviewed to determine if you meet the minimum qualifications required. If you meet the requirements, your application package will be referred to the hiring official.

For More Information, Contact:

Botany Position:

Daniel Drees
(573) 323-8027
daniel_drees@nps.gov

Biology Position:

Kimberly Houf
(573) 323-4941
kimberly_houf@nps.gov

Public Education Positions:

Faye Walmsley
(573) 323-4844
faye_walmsley@nps.gov

**THE PARK MUST RECEIVE YOUR APPLICATION MATERIALS
(E-MAIL, MAIL, OR HAND DELIVERED) BY CLOSE OF BUSINESS**

WEDNESDAY, FEBRUARY 1, 2012.

OZARK NATIONAL SCENIC RIVERWAYS

ATTN: INTERPRETATION

P. O. BOX 490

VAN BUREN, MO 63965

faye_walmsley@nps.gov

SELECTIONS WILL BE MADE IN MARCH 2012!